

**BY ORDER OF THE COMMANDER
341ST MISSILE WING**

**341ST MISSILE WING INSTRUCTION
36-2802**



6 JULY 2016

**Communications and Information
TEAM MALMSTROM AWARDS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 341 MW/CCC

Certified by: 341 MW/CV
(Col Steven J. Folds)

Pages: 11

This instruction complements AFI36-2803, *The Air Force Military Awards and Decorations Program*. This instruction applies to 341 MW and all associate units. Air National Guard and Air Force Reserve personnel are exempt from the provisions of this publication. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, **Recommendation for Change of Publication**; route AF Form 847 through the wing publishing office and then to the appropriate OPR. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication Office of Primary Responsibility (OPR) for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). This publication may not be supplemented or further implemented/extended.

1. Overview: The purpose of this instruction is to outline administrative order for nomination, selection, and release of quarterly and annual awards, and to establish appropriate actions necessary for units to incorporate a program that offers a fair, equitable, and timely process for the award program. This program is designed to recognize officer, enlisted, and civilian personnel who have notably contributed to the Air Force mission. Commanders and supervisors at all levels must be aware of this awards program and ensure deserving individuals and teams are identified and submitted for consideration. Nominations will be concise and factual.

2. Program Responsibilities: The following offices have specific responsibilities to support and administer the Team Malmstrom Awards Program.

2.1. 341 MW Command Chief (341 MW/CCC) will:

- 2.1.1. Manage the program and serve as overall point of contact.
- 2.1.2. Disseminate award criteria to the Groups and Squadrons.
- 2.1.3. Establish a central collection point for all nominations.
- 2.1.4. Appoint a Wing Awards Program Manager who will disseminate taskings of board members for Amn, NCO, SNCO, First Sgt, CGO, Civilian, Spouse, Honor Guard, Volunteer, and Professional Team selection boards.
- 2.1.5. Advise board members of date, time, and location of selection board.
- 2.1.6. Provide umbrella for oversight and administration of Enlisted, CGO, Civilian, Spouse, Honor Guard, Volunteer, and Professional Team awards program.
- 2.1.7. Approve quarterly and annual awards trophies, plaques, and certificates.
- 2.1.8. Chair the initial orientation brief with board presidents and board members (Amn, NCO, SNCO, FSOY, HG, Volunteer, Spouse) prior to scoring packages to brief expectations and to clarify scoring criteria.
- 2.1.9. Ensure board presidents conduct a final board meeting with board members upon score completion to review scores prior to sending score sheets to Award Program Managers.

2.2. Team Malmstrom Awards Program Manager will:

- 2.2.1. Coordinate all notifications, suspenses, award packages, tabulations, board member participation, and board administration for wing quarterly, annual, and 12 Outstanding Airmen of the Year (12 OAY) awards
- 2.2.2. Submit award winner list to the 341 MW/CCC for the 341 MW/CC's approval.
- 2.2.3. Ensure all awards are ordered within a timely manner of board completion.
- 2.2.4. Update calendar in Malmstrom Awards Program (awards.program@us.af.mil) and maintain wing continuity folder; i.e. award schedules, AFIs, supplements, nomination procedures, and board member responsibilities at 10 Day Share (S:)\Wing Professional Awards Info_Public; and 10 Day Share (S:)\Wing Professional Awards Prgm Mgt_Restricted.
- 2.2.5. Provide samples and recommendations of quarterly awards trophies, plaques, and certificates to 341 MW/CCC for approval.
- 2.2.6. Refer to 3.6. and 3.7. for specific quarterly and annual awards selection procedures.
- 2.2.7. Schedules 341 MW/CCC initial orientation brief for board presidents and board members.
- 2.2.8. Schedules final board meeting for board presidents and board members. Refer to 3.6.1.3.

- 2.2.9. Coordinate with 341 MW Public Affairs to schedule award winner official photos.
- 2.2.10. Update quarterly and annual award board photos in Bldg 500 and in the Base Exchange lobby.

2.3. 341 MW Executive Assistant to Command Chief will:

- 2.3.1. Act as the 341 MW/CCC's primary agent for the administration and execution of the recognition program.
- 2.3.2. Assist the Awards Program Manager with the coordination of all suspenses and award packages.
- 2.3.3. In coordination with Group Superintendents and Award Program Managers ensure 12 OAY letters of endorsement are complete and route for the 341 MW/CC and 20 AF/CC's signature.
- 2.3.4. Procure all awards, in kind, and/or certificates as approved by MW/CC for the winners. Pay for the awards via GPC, pick up awards, and bring them to the pertinent awards ceremony.
- 2.3.5. Assist with the coordination of ordering all awards within a timely manner of board completion.

2.4. 341 MW Group Superintendents, Executive Officers and First Sergeants will:

- 2.4.1. Ensure unit award packages are prepared in accordance with (IAW) operating instructions: AFI 36-2805 and AFI 36-2805_AFGSCSup, Special Trophies and Awards; 12 Outstanding Airmen of the Year, First Sergeant of the Year (FSOY), and Honor Guard Member/Manager of the Year Awards Solicitations for Nominations.
- 2.4.2. Coordinate and meet all suspenses with award packages and coordinate board administration for the quarterly, annual and 12 OAY awards.
 - 2.4.2.1. Update unit calendars and maintain unit continuity folder; i.e. award schedules, AFIs, supplements, and nomination procedures, etc. (Refer to 10 Day Share (S:)\Wing Professional Awards Info_Public).
- 2.4.3. Vet board members and forward the names to the Awards Program Managers.
 - 2.4.3.1. Board members must be available for the 341 MW/CCC's initial orientation brief, and the final board meeting conducted by the board president.

2.5. 341 MW First Sergeants will:

- 2.5.1. Coordinate Quarterly Awards Ceremony, to include scheduling/reserving venue, invitations, agendas/scripts, and set-up.
- 2.5.2. Coordinate with 341 FSS/FSK, Marketing/Commercial Sponsorship office for Off-Base Sponsorships.
 - 2.5.2.1. Invite/host off-base Sponsors.
 - 2.5.2.2. Submit Base Access (EAL) requests 7 days prior to ceremonies, escort and maintain accountability of guest sponsors.
 - 2.5.2.3. Collect sponsored gifts and distribute to award winners.

2.5.2.4. Coordinate ceremony script with 341 MW protocol.

2.6. 341 MW Annual Awards Committee:

2.6.1. Coordinate Annual Awards Banquet to include scheduling/reserving venue, invitations, agendas/scripts, and set-up.

2.6.2. Maintain Pro Rata sheets, accountable for funds received/paid.

2.6.2.1. Conduct head counts for Pro Rata verification.

2.6.3. Coordinate with 341 FSS/FSK, Marketing/Commercial Sponsorship office for Off-Base Sponsorships.

2.6.3.1. Invite/host off-base Sponsors.

2.6.3.2. Submit Base Access (EAL) requests 7 days prior to ceremonies, escort and maintain accountability of guest sponsors.

2.6.3.3. Collect sponsored gifts and distribute to award winners.

2.6.3.4. Provide samples and recommendations of annual awards trophies, plaques, and certificates to 341 MW/CCC for approval.

3. Nomination Procedures:

3.1. **Eligibility:** The nominee must meet the following criteria.

3.1.1. Individual nominees must not have had an open Unfavorable Information File (UIF), be on a control roster or have received judicial or non-judicial action during the nomination period. Professional Team award nominations will not include individuals with an open UIF during the nomination period.

3.1.2. Nominees must have a current fitness assessment and must have met the fitness standards during the entire nomination period IAW AFI 36-2905, Fitness Program.

3.1.3. The nominee's category of competition is based on the grade held during the majority of the nomination period. The only exceptions are Company Grade Officers promoted to the rank of Major during the award period will not be submitted as a nominee and FSOY nominees must have held the SDI 8F000 for at least six months.

3.1.4. Commanders will ensure each civilian nominee meets performance standards.

3.1.5. Winners from the previous quarter, in any category except Professional Team will not be submitted as a nominee. This does not apply to annual awards and is only applicable on a yearly basis.

3.1.6. Spouse of the Quarter and Year Program: The Spouse of the Quarter and Year program affords an opportunity to recognize spouses who have contributed greatly to the health, welfare, morale, and mission of Team Malmstrom during the quarter and year.

3.1.6.1. Eligibility: Civilian spouse of any member assigned to Team Malmstrom may be nominated as Spouse of the Quarter or Year.

3.1.6.2. Anyone may nominate a spouse for Spouse of the Quarter/Year. This includes nominations from the squadron level, group level, or the Malmstrom

Spouses Club. More than one spouse may be nominated within any organization. Nominated spouse packages will be vetted through their sponsor's assigned unit.

3.2. Categories of Competition:

3.2.1. Airman (Amn): E-1 through E-4.

3.2.2. Noncommissioned Officer (NCO): E-5 through E-6.

3.2.3. Senior Noncommissioned Officer (SNCO): E-7 through E-8.

3.2.4. Honor Guard: E-1 through E-5.

3.2.5. Honor Guard Program Manager: (Annual Only)

3.2.6. First Sergeant: Personnel with PAFSC 8F000. (Annual only).

3.2.7. Company Grade Officer (CGO): O-1 through O-3.

3.2.7.1. Meet an in-person board for quarterly and annual (package only selection if any individual is unable to meet in-person board).

3.2.8. Civilian Categories:

3.2.8.1. Civilian Category I Non-Supervisor (GS 1-8; WG 1-7; WL 1-5; NAF I-II)

3.2.8.2. Civilian Category I Supervisor (GS 1-8; WS 1-10; NAF III)

3.2.8.3. Civilian Category II Non-Supervisor (GS 9-13; WG 8-15; WL 6-15; NAF III-IV)

3.2.8.4. Civilian Category II Supervisor (GS 9-13; WS 11-15; NAF IV).

3.2.9. Volunteer: E-1 through O-6, All Civilians, Contractors and Dependents.

3.2.10. Spouse: Spouse of any member assigned to Team Malmstrom.

3.3. **AF Form 1206 Headings.** Use the following headings for each category. (Note: Do not place any additional information on the heading line). Submissions are limited to 10 lines for quarterly and 30 lines for annual, including headings (except for HG, Volunteer, and Spouse). Volunteer submissions are limited to 6 lines for quarterly and 18 lines for annual, including headings. Spouse quarterly packages submissions will be no more than 10 sentences not to exceed 2 lines each (not in bullet form), and annual packages will be no more than 20 sentences not to exceed 2 lines each (not in bullet form). Spouse packages may be submitted on a Microsoft Word document in font size 12. See below for bullet breakdown per heading for quarterly and annual packages respectively.

3.3.1. Enlisted/CGO Headers (Quarterly/Annual):

3.3.1.1. Leadership and Job Performance in Primary Duty (5/19)

3.3.1.2. Significant Self-Improvement (1/4)

3.3.1.3. Base or Community Involvement (1/4)

3.3.2. Civilian (Non-Supervisory) Headers (Quarterly/Annual):

3.3.2.1. Job Accomplishments, Efficiency and Productivity (3/9)

3.3.2.2. Demonstrated Leadership Qualities and Initiative (1/9)

- 3.3.2.3. Self-Improvement and Development (1/4)
- 3.3.2.4. Base or Community Involvement (1/4)
- 3.3.3. Civilian (Supervisory) Headers (Quarterly/Annual):**
 - 3.3.3.1. Motivates and Creates a Productive Work Environment (3/9)
 - 3.3.3.2. Encourages Innovation and Removes Unnecessary Barriers (1/9)
 - 3.3.3.3. Encourages Professional Growth of Staff (1/4)
 - 3.3.3.4. Communicates and Promotes a Collaborative Environment (1/4)
- 3.3.4. Professional Team Headers (Quarterly/Annual):**
 - 3.3.4.1. Team Accomplishments (5/19)
 - 3.3.4.2. Team Contributions (1/4)
 - 3.3.4.3. Team Highlights (1/4)
- 3.3.5. Honor Guard Member/Manager (Quarterly/Annual):**
 - 3.3.5.1. Leadership and Job Performance in Honor Guard Duties (6/12)
 - 3.3.5.2. Significant Self-Improvement to Military Funeral Honors and Ops (2/5)
- 3.3.6. First Sergeant of the Year (Annual):**
 - 3.3.6.1. Leadership and Job Performance (19)
 - 3.3.6.2. Significant Self-Improvement (4)
 - 3.3.6.3. Base or Community Involvement (4)
- 3.3.7. Volunteer Headers:**
 - 3.3.7.1. Impact on the Community (Quarterly) (5)
 - 3.3.7.2. Impact on the Community (Annual) (7)
 - 3.3.7.3. Volunteer Time and Initiative (Annual) (4)
 - 3.3.7.4. Personal Characteristics of the Volunteer (Annual) (4)
- 3.3.8. Spouse Headers (Quarterly/Annual):**
 - 3.3.8.1. Squadron, Base and Community Involvement (10 sentences/20 sentences)
- 3.4. Quarterly Award Nomination Procedures:**
 - 3.4.1. Period of Competition: 1 January through 31 March; 1 April through 30 June; 1 July through 30 September; 1 October through 31 December
 - 3.4.2. Nominations for Amn, NCO, SNCO, and CGO will also include the member's current Fitness Report. (Note: Fitness Reports are not required for civilian categories or team awards). Only accomplishments from the current period of competition will be used in the nomination. Emphasis should be placed on quality of accomplishments versus quantity. List of team members will be placed on the back of the AF Form 1206. Acronym lists are not authorized for annual and quarterly submissions.

3.4.3. AF IMT 1206 Headings: Refer to 3.3.

3.5. Annual Awards Nomination Procedures:

3.5.1. Period of Competition: 1 January through 31 December

3.5.2. Nominations Amn, NCO, SNCO, and CGO will also include the member's SURF and current Fitness Report. (Note: The SURF and the Fitness Reports are not required for civilian categories or team awards). Only accomplishments from the current period of competition will be used in the nomination. Emphasis should be placed on quality of accomplishments versus quantity. List of team members will be placed on the back of the AF Form 1206. Acronym lists are not authorized on the AF Form 1206; however, common acronyms may be used as long as the meaning is clear (TDY, AF, USAFE, SFS, etc.), reference AFDD 1-2.

3.5.2.1. For enlisted packages, the 12 OAY message from AFPC, AFI 36-2805 and AFI 36-2805_AFGSCSup will provide information and samples of what the package should include.

3.5.2.2. Previous award of a quarterly award for the given calendar year is not required to compete for annual awards.

3.5.3. AF IMT 1206 Headings: Refer to 3.3.

3.6. **Quarterly Award Selection Boards.** Boards will consist of seven members (one from each Group) and one President (Exceptions: HG and Spouse boards). The board president will not score packages and will facilitate a tie breaker (if necessary) at the final board meeting.

3.6.1. **Selection Board Responsibilities:** All board members will score nomination packages and submit their graded packages to the board president. Board members will not score packages from their own unit (Exception: If there are less than seven packages submitted in a category, then board members will score packages from their own unit).

3.6.1.1. Total number of points allowed per line is "1".

3.6.1.2. Board members will utilize ¼ point increments for scoring dependent upon the strength of the bullet.

3.6.1.3. The board president will conduct a final board meeting to review all scores and facilitate a tie breaker if necessary. The board president will discuss rankings outside of three points (i.e. MSG ranked a package as #1 and OG ranked the same package as #5). The board president will then tally the scores and submit the consolidated score sheet to the Awards Program Manager who submits results to MW/CCC (refer to Board Members Responsibilities on 10 Day Share (S:)\Wing Professional Awards Info_Public\Board Info).

3.6.1.4. 341 MW/CCC has the authority to institute an enlisted in-person board (refer to 3.7.8. for procedures).

3.6.2. Enlisted Selection Boards:

3.6.2.1. The 341 MW/CCC will oversee the enlisted selection boards.

- 3.6.2.2. The Awards Program Manager will receive and process all nominee packages.
- 3.6.2.3. Board members will be vetted through their Group Superintendents. Group Superintendents will forward the names to the Awards Program Managers. Board members must be available for the 341 MW/CCC's initial orientation brief, and the final board meeting conducted by the board president.
- 3.6.3. Officer Selection Boards:**
- 3.6.3.1. Refer to 3.7.3. Officer Selection Boards/Annual Awards Selection Boards for procedures.
- 3.6.4. Civilian and Professional Team Selection Boards:**
- 3.6.4.1. The 341 MW/CV will preside over the Civilian selection boards.
- 3.6.4.2. The 341 MW/CCC will preside over the Professional Team selection boards. An alternating three-person board consisting of one Group Superintendent and two Group Commanders (or two Group Superintendents and one Group Commander) will serve on the Professional Team selection board.
- 3.6.5. HG Selection Boards:**
- 3.6.5.1. Refer to HG Recognition Supplement.
- 3.6.6. Volunteer Selection Boards:**
- 3.6.6.1. The Air Force Association President will preside over the Volunteer selection boards.
- 3.6.7. Spouse Selection Boards:**
- 3.6.7.1. First Sergeants will preside over the Spouse selection boards. The board will consist of three First Sergeants.
- 3.7. Annual Award Selection Boards.** Boards will consist of seven members (one from each Group) and one President (Exceptions: HG, and Spouse boards). The board president will not score packages and will facilitate a tie breaker (if necessary) at the final board meeting.
- 3.7.1. Selection Board Responsibilities:** All board members will score nomination packages and submit their graded packages to the board president. Board members will not score packages from their own unit (Exception: FSOY board, and if there are less than seven packages submitted in a category, then board members will score packages from their own unit).
- 3.7.1.1. Total number of points allowed per line is "1".
- 3.7.1.2. Board members will utilize ¼ point increments for scoring dependent upon the strength of the bullet.
- 3.7.1.3. The board president will conduct a final board meeting to review all scores and facilitate a tie breaker if necessary. The board president will discuss rankings outside of three points (i.e. MSG ranked a package as #1 and OG ranked the same package as #5). The board president will then tally the scores and submit the

consolidated score sheet to the Awards Program Manager who submits results to MW/CCC (refer to Board Members Responsibilities on 10 Day Share (S:)\Wing Professional Awards Info_Public\Board Info).

3.7.1.4. 341 MW/CCC has the authority to institute an enlisted in-person board (refer to 3.7.8. for procedures).

3.7.2. Enlisted Selection Boards:

3.7.2.1. The 341 MW/CCC will oversee the enlisted selection boards and preside over the SNCO and FSOY boards.

3.7.2.2. The Awards Program Manager will receive and process all nominee packages.

3.7.2.3. Board members will be vetted through their Group Superintendents. Group Superintendents will forward the names to the Awards Program Managers. Board members must be available for the 341 MW/CCC's initial orientation brief, and the final board meeting conducted by the board president.

3.7.3. Officer Selection Boards:

3.7.3.1. The 341 MW/CV will preside over the Officer selection boards.

3.7.3.2. The Awards Program Manager will receive and process all nominee packages.

3.7.3.3. Field Grade Officers (preferably Group or Squadron Commanders) will serve as board members.

3.7.3.3.1. Officer in-person boards consist of a brief introduction of themselves and a 5 minute briefing, "Describing Malmstrom AFB's mission, what it means to them, and how they support it." Final decision authority on all board issues is the 341 MW/CV.

3.7.3.3.2. Selection will be based on package only in the event any individual is unable to meet in-person board. Board members will forward graded packages to the Awards Program Managers.

3.7.4. Civilian and Professional Team Selection Boards:

3.7.4.1. The 341 MW/CV will preside over the Civilian selection boards.

3.7.4.2. The 341 MW/CCC will preside over the Professional Team selection boards. An alternating three-person board consisting of one Group Superintendent and two Group Commanders (or two Group Superintendents and one Group Commander) will serve on the Professional Team selection board.

3.7.5. HG Selection Boards:

3.7.5.1. Refer to HG Recognition Supplement.

3.7.6. Volunteer Selection Boards:

3.7.6.1. The Air Force Association President will preside over the Volunteer selection boards.

3.7.7. Spouse Selection Boards:

3.7.7.1. First Sergeants will preside over the Spouse selection boards. The board will consist of three First Sergeants.

3.7.8. Enlisted In-Person Boards. 341 MW/CCC has the authority to institute an enlisted in-person board. If instituted, boards will consist of seven members (one from each Group) and one President (Exceptions: HG boards). The board president will not score packages and will facilitate a tie breaker (if necessary). In-person board procedures will be established by 341 MW/CCC.

4. Team Malmstrom Awards Schedule/Award Boards Schedule. Refer to Command Chief Executive Assistant for schedules.

5. Contacts. Direct questions to the Awards Program Managers or the Command Chief Executive Assistant at 731-4147.

RONALD G. ALLEN JR., Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Prescribed Forms

None

Adopted Forms

AF Form 1206, *Nomination for Award*

AF Form 847, *Recommendation for Change of Publication*